

SPECIAL NEEDS SCHOLARSHIP – PARENT APPLICATION (2009-2010)

INSTRUCTIONS

Part A. General Information (to be completed by the student's parent or guardian)

Please provide complete and accurate information in this section. Please print the information clearly. This information will be used to process your Special Needs Scholarship application and to process payments if your Special Needs Scholarship is approved. Please note:

1. The name(s) that appears in the "Name of Parent/Guardian" box will be the person(s) required to endorse the scholarship check to the private school.
2. "School District of Residence" means the school district in which the student resides.
3. In the "School Attended in 2008-09" box, state the name of the school attended, and whether the school was public or private.
4. "Name of Eligible Private School" means the school you are intending to enroll your student for the 2009-2010 school year. To be eligible for the scholarship, this school must be included on the eligible schools list available at <http://www.schools.utah.gov/admin/specialneeds.htm>.

Part B. Eligibility (to be completed by the student's parent or guardian)

1. You are required to attach proof of Utah residency. Any of the following may be used as proof of residency (please do **NOT** include a copy of a social security card):

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|--|-----------------------------------|-------------------------------|
| (a) current Utah driver license or I.D. card | (c) proof of voter registration | (e) payroll stub with address |
| (b) copy of a current utility bill | (d) proof of vehicle registration | (f) copy of rental agreement |

***** DO NOT SEND A COPY OF YOUR SOCIAL SECURITY CARD! ****

2. You are required to attach proof of student age. Attach a copy of the student's birth certificate or Utah Identification card.
3. You are required to attach proof of student enrollment in or admission to an eligible private school. A list of eligible private schools is available at <http://www.schools.utah.gov/admin/specialneeds.htm>. Any of the following items may be used as proof of enrollment or admission:
 - (a) a letter of acceptance from an eligible school
 - (b) a registration form signed by a school official
 - (c) a current tuition bill

Part C. Acknowledgment and Authorization (to be completed by the student's parent or guardian)

1. Utah Code Sec. 53A-1a-704(5)(a) requires that applicants make certain acknowledgments to be eligible for the Special Needs Scholarship. Please read these items carefully. You must also authorize your school district and private school to release all necessary information in order to process this Special Needs Scholarship application. If you have questions about the required acknowledgments or authorization to release information, contact Travis Rawlings, Utah State Office of Education, (801) 538-7601 or travis.rawlings@school.utah.gov.
2. Your signature is required to complete the application.
3. The statute creating the Special Needs Scholarship program requires that applications will be submitted to a public school district or charter school. Where to submit the application is dependent upon the student's previous enrollment.
 - (a) If the student was enrolled in public school during the 2008-2009 school year, the application will be submitted to the special education department of the school district where the student was enrolled.
 - (b) If the student was not enrolled in public school during the 2008-2009 school year, the application will be submitted to the special education department of the school district where the private school is located.

If you have questions about where to submit your application, contact Travis Rawlings, Utah State Office of Education, (801) 538-7601 or travis.rawlings@schools.utah.gov.

Part D. School District Section (to be completed by school district or charter school personnel)

Please leave this section blank. School districts/charter schools are required to complete this section and forward the application to the Utah State Office of Education no more than ten days following receipt of the application. Please be certain that you have included all of the necessary attachments (see Part B). Incomplete applications will be returned to the applicant and will have to be resubmitted to be considered.

Application Due Date and Time Line

Scholarships are awarded quarterly. Applications will be processed and parents notified of the application status within 30 days of receipt by the Utah State Office of Education.

**Complete application
submitted on or
before:**

July 1
September 1

**Date of scholarship
award and first payment:**

September 1
November 1

**Complete application
submitted on or before:**

December 1
February 15

**Date of scholarship
award and first
payment:**

February 1
April 15

Scholarship payments are distributed quarterly to schools. The scholarship amount will be prorated in quarterly amounts according to the date of submission of a complete application to the Utah State Office of Education.